

**Foss Park District
Committee Meeting Minutes
December 16, 2015**

Call to order Commissioner Wyatt called the meeting to order at 6:06 pm.

Roll Call

Board members present: Commissioner Jimmy Baldwin, Commissioner Johnny Johnson and Commissioner Vance Wyatt.

Board members absent: Commissioner Susan Dixon and Commissioner Donna King.

Pledge of Allegiance

Committee of the Whole

1. David Northern Sr. – Lake County Housing Authority: Commissioner Wyatt asked Mr. Northern to present first and adjust the agenda. Mr. Northern presented the master development plan for the townhomes and senior housing for the former Marion Jones housing.

Commissioner Dixon enters the room at 6:08 pm.

Mr. Northern presented a master landscape plan for the park area adjacent to the project that is shared by the LCHA and the park district that included a retention pond. Commissioner Baldwin asked if the pond would only be on the LCHA land. Mr. Northern stated the retention pond would be on both owners' land. Mr. Northern stated he would like the park developed as a partnership in which the LCHA would: purchase all equipment and benches, pay for and maintain the walking trail throughout the entire park, grant easement rights and maintain the pond. He continued that the park district would pick out all the equipment and maintains the equipment and cut the grass in the park. Commissioner Wyatt asked if the insurance on the pond would indemnify the park district if there were to be an accident or injury. Mr. Northern stated the LCHA would be solely responsible for the pond. Commissioner Baldwin asked that Mr. Northern come back when a conversation can be had with Mr. Winter. Mr. Northern stated he would call Ms. Cowart with the details. Commissioner Johnson stated he would like the area staked out, if possible, to get a better idea of where the pond will go.

2. Dave Phillips – Speer Financial: Mr. Phillips discussed that proceeds from the sale of the land just discussed, could be used to on the 2012 alternate bonds to abate 2015 levy for payments due in 2016 and put the park district back on track to issue non referendum bonds. Commissioner Wyatt asked for a letter of instruction on how to move funds. Mr. Phillips stated he will ask Kelly Kost to draw one up.

3. Football coaches gift cards: Commissioner Baldwin stated to move on.

4. Tax levy: Mr. Skof stated the paperwork will be voted on in the Regular Session.

5. James Morris: Commissioner Wyatt stated this is an Executive Session item.

Committee/Staff Reports

1. Business Office

a. operations: Ms. Cowart reviewed the topics of the winter meeting for Ancel Glink that included: information regarding FOIA, PAC decisions, gender identity issues, exempt staff time keeping and drones. She continued that beginning January 1, 2016; all exempt staff will be using the park district time keeping system to help in the evaluation of positions if they should be exempt or non-exempt. Ms. Cowart stated the new water meter is completely installed. She continued that Debbie Richards is still working with the city concerning usage to get the building moved and asked if the board would consider a price reduction with the

limitations of the space. Ms. Cowart stated the IAPD calendar is in the board packet. She continued she attended a webinar regarding top topics in recreation that included: geocache in natural areas, outdoor fitness equipment and coaching incentives. Ms. Cowart asked if anyone wanted to attend the Dreamers' Breakfast for the Waukegan Township on January 8 from 10 am to noon at Milan. Commissioner Dixon stated she would attend and Commissioner Wyatt would get back with his RSVP.

Mr. Skof presented information on recreation software that included programs Maximum Solutions, Myrec.com, Community Cast and Rec Desk. He continued the costs varied and programs were web based. He also stated local vendors can be looked at the State Conference. Commissioner Wyatt asked that recreation staff review the programs and if there is an off line back up if the park district server goes down. Mr. Skof stated he can set up a webinar for staff and was unsure of off line back up. Mr. Skof discussed moving to the web based version of time and attendance for time keeping of staff. He stated it would give department heads more flexibility to check time cards from anywhere instead of just desk computers. He continued the cost would be \$1.80 per staff member and department heads would need to remove seasonal staff to keep costs down. Mr. Skof stated the final reimbursement came in for the Illinois Coastal Grant for \$103,035 in total grants.

2. Parks

a. operations: Commissioner Dixon asked when Mr. Winter's staff was done working for the season. Mr. Winter replied he schedules his staff through the Wednesday before Thanksgiving, but some leave before that. Commissioner Dixon stated all seasonal golf staff should end at that time. Mr. Winter stated Turo Electric has had some of the equipment delivered for the lights at Hamlet Park and they are waiting on the poles and the permits.

3. Golf

a. operations: Mr. Monroe stated the golf carts have been picked up and the tentative opening date for the 2016 season is April 1. He continued that the November inventory has been completed, but the shoes sent back were not reflected in the report. He stated he and Ms. Stowers will be attending the three golf shows, 2 in February and 1 in March. Commissioner Dixon asked how much the credit was for the shoes. Mr. Monroe stated around \$11,000.

Mr. Herring presented information on new kitchen equipment to make the restaurant more efficient and be able to offer different meals. Commissioner Baldwin asked Mr. Herring brings back a final request list for the board to decide on. Commissioner Dixon asked about deep cleaning the Clubhouse and Mr. Monroe stated staff have kept up with cleaning on a regular basis and a deep cleaning is not needed at this time. Commissioner Wyatt asked Mr. Monroe to review his budget to find where the money will come from to purchase the new equipment.

4. Recreation

a. operations: Ms. Smith submitted a written report with a review of fliers of programs, football has ended for the season, Flames basketball for 4th and 5th grade is beginning, Prime Pearls, Manhood Camp and Top Teens of America. She continued she is working on the next phase of the Illinois Coastal Grant and forming partnerships with other entities along the north shore. She continued the Salvation Praise Ministries contract is up for renewal. Commissioner Wyatt stated that will need to be voted on next month. Commissioner Johnson stated the partnering is good, but there is no baseball or softball and clinics are short term.

Commissioner Dixon stated that programs need to build up and take time to grow. She also stated that commissioners should become involved. Commissioner Baldwin stated the staff should be planning those activities and staff needs to be sure to take time off during the week if they work on the weekend. Commissioner Wyatt stated he would be sitting down with Ms. Smith to review the Recreation Department.

Ms. Hampton presented a written report on senior exercise equipment. Commissioner Wyatt stated that can also be looked at during State Conference.

Citizens Comments

Kenneth Robinson: Mr. Robinson stated the tax levy was posted on the agenda, but there was no discussion. Commissioner Wyatt stated the levy is 0.08% CPI, cost of inflation, and based on the last levy. Mr. Skof stated the last levy is just under \$1.7 million, with \$185,000 in bond interest of that total. Mr. Robinson asked if that included everything. Mr. Skof stated the total is \$1.6932 million.

Kevin O'Connor: Mr. O'Connor stated that programs do take time to grow and to begin with one age group. He continued if may be able to volunteer to get it under way. Mr. O'Connor stated he represents Mr. Morris and one issue is the claim is that he was not paid and the other item is reimbursement.

Adjournment

Commissioner Wyatt adjourned the meeting at 7:16 pm.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart
Board Secretary

**Foss Park District
Regular Meeting Minutes
December 16, 2015**

CALL TO ORDER: Commissioner Wyatt called the meeting to order at 7:16 pm.

ROLL CALL:

Board members present: Commissioner Jimmy Baldwin, Commissioner Susan Dixon, Commissioner Johnny Johnson and Commissioner Vance Wyatt.

Board members absent: Commissioner Donna King.

PLEDGE OF ALLEGIANCE: waived as recited in Committee Meeting.

1. MINUTES: Committee & Regular Meeting (11/18/2015).

Commissioner Wyatt asked if there were any modifications to the minutes as presented – with no recommendations made, Commissioner Wyatt stated the minutes stand approved as presented.

2. BILLS: Monthly bills and first of the month bills (January).

Commissioner Baldwin motioned to approve the monthly bills as presented. Second by Commissioner Johnson.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

Commissioner Dixon motioned to approve the first of the month bills (January) as presented. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

3. PAYROLL: Monthly payroll.

Commissioner Baldwin motioned to approve the monthly payroll as presented. Second by Commissioner Dixon.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

4. PETTY CASH REPORTS: All petty cash funds.

Commissioner Baldwin motioned to approve the petty cash reports as presented. Second by Commissioner Dixon.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

5. FINANCE REPORTS: As presented in the Board Packet.

Commissioner Baldwin motioned to approve the finance reports as presented. Second by Commissioner Dixon.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

6. COMMISSIONER REPORTS:

FINANCE: COMMISSIONER BALDWIN – none at this time.

GOLF: COMMISSIONER JOHNSON – none at this time.

PARKS: COMMISSIONER DIXON – Commissioner Dixon stated the gift cards can be mailed to her.

RECREATION: COMMISSIONER WYATT – none at this time.

Commissioner Baldwin motioned to approve the Commissioner Reports as presented. Second by Commissioner Dixon.

Voice vote: aye – all, nay – none.

Motion carries.

7. UNFINISHED BUSINESS:

1. James Morris – Commissioner Wyatt stated that will be discussed in Executive Session.

8. NEW BUSINESS:

1. Football coaches gift cards.

Commissioner Dixon motioned to not move forward with football coaches' gift cards. Second by Commissioner Baldwin.

Voice vote: aye – all, nay – none.

Motion carries.

2. Approval of tax levy ordinance.

Commissioner Baldwin motioned to approve tax levy ordinance for FY 17 as presented. Second by Commissioner Dixon.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

9. CITIZEN COMMENTS:

None.

10. EXECUTIVE SESSION: Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is

probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting 5ILCS 120/2(c)(11).

Commissioner Baldwin motioned to move to Executive Session to discuss litigation or pending litigation under 5ILCS 120/2(c)(11). Second by Commissioner Dixon.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries at 7:21 pm.

Commissioner Johnson motioned to move back to Regular Session. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries at 7:48 pm.

11. POSSIBLE VOTE ON EXECUTIVE SESSION ITEMS:

12. ADJOURNMENT: Commissioner Baldwin motions to adjourn. Second by Commissioner Dixon.

Commissioner Wyatt calls the meeting adjourned at 7:49 pm.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart

Board Secretary